



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1200.5
Effective Date: July 23, 2004
Expiration Date: March 20, 2005**

Responsible Office: Personnel Management Branch, Office of Human Resources

**SUBJECT: Delegation of Authority to Take Disciplinary and Adverse Actions
and Performance-Based Actions**

1. AUTHORITY

- a. 5 Code of Federal Regulations (CFR), Chapter 1, Part 432, Reduction in Grade or Removal Based on Unacceptable Performance.
- b. 5 CFR, Chapter 1, Part 752, Adverse Actions.
- c. NPR 3432.1, "Performance Based Reduction in Grade or Removal Actions."
- d. NPR 3752.1, "Disciplinary and Adverse Actions."
- e. NPR 3771.1, "Grievance System."
- f. Collective Bargaining Unit Agreements with NASA Langley Research Center Unions.

2. SUMMARY

This directive delegates the authority to take disciplinary and adverse actions for cause or for unacceptable performance.

3. DELEGATION OF AUTHORITY

The officials listed below are delegated authority to take disciplinary and adverse actions in accordance with the policies, standards, and procedures stated in the regulations listed in Paragraph 1. Further redelegation is not authorized.

- a. Section Chiefs
 - (1) Orally counsel or admonish subordinate employees within their organization.
 - (2) Issue written reprimands.
- b. Branch Heads
 - (1) Orally counsel or admonish subordinate employees within their organization.
 - (2) Issue written reprimands.

(3) Propose adverse action such as suspensions, demotions, or removal of their personnel.

c. Office/Competency Directors

(1) Orally counsel or admonish subordinate employees within their organization.

(2) Issue written reprimands.

(3) Propose adverse action such as suspensions, demotions, or removal.

(4) Issue written decisions on suspensions of 14 days or less.

d. Associate Directors

(1) Orally counsel or admonish subordinate employees within their organization.

(2) Issue written reprimands.

(3) Propose adverse action such as suspensions, demotions, or removal.

(4) Issue written decisions on suspensions of 14 days or more, reductions in pay, furloughs of 30 days or less, or removal of employees for cause.

e. Head, Office of Human Resources (OHR)

(1) Take disciplinary or adverse actions that are based on circumstances occurring at the time of or prior to an individual's employment at this Center.

(2) Coordinate and provide advice and assistance on all actions with appropriate management officials.

4. STATEMENT OR ASSIGNMENT OF RESPONSIBILITY

The authorities delegated must be exercised in accordance with the following requirements:

a. Officials at a higher organizational level than the official who proposed the action must decide adverse actions.

b. Officials delegated authority to take disciplinary and adverse actions must seek the advice and assistance of the Personnel Management Branch, OHR, before any formal action is taken.

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5. RECISION

LAPD 1200.5, dated June 14, 1994.

Jeremiah F. Creedon
Director